

# U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

## VACANCY ANNOUNCEMENT NUMBER: 12-187

**OPEN TO:** In-House Candidates Only  
**POSITION:** Visa Assistant, FSN-7, FP-7\*  
**POSITION NO:** K-31308  
**WORK HOURS:** Full-time; 40 hours/week

**OPENING DATE:** November 14, 2012

**CLOSING DATE:** November 27, 2012

\*Not-Ordinarily Resident: US\$ 39,994 p.a. (Starting salary)  
(Position Grade: FP-7 to be confirmed by Washington)  
\*Ordinarily Resident: Rs.775,592 p.a. (Starting salary)  
(Position Grade: FSN-7)

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Karachi is seeking an individual for the position of Visa Assistant in the Consular Section.

### **BASIC FUNCTION OF POSITION:**

Incumbent screens incoming documents and information from a variety of sources (intake counter, AmEx, CEAC, DHS, email, and phone) to organize and track pending visa applications to help Consular Officers make adjudication decisions. Must have a detailed understanding of immigration regulations and Consular Affairs procedural guidance. Both Consular Affairs policies and procedural guidance must be followed. Receives work assignments and tasks according to established process. Incumbent needs to follow the standard procedures for data input and logging actions taken on any file. Duties also include printing visas and filing and tracking the status of cases through a computerized process.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED:**

**NOTE:** *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. **EDUCATION:** Completion of twelve years of education is required.
2. **EXPERIENCE:** Two years of progressively more responsible experience involving the application of Consular or immigration service regulations and public contact is required.
3. **LANGUAGE:** Level III (good working knowledge) Speaking/Reading/Writing English and Level IV (Fluent) Reading/Writing/Speaking Urdu are required. This may be tested.
4. **KNOWLEDGE:** The incumbent must have detailed knowledge of the work procedures and regulations governing work in the NIV Unit. Incumbent must work with colleagues in the NIV Unit, officers and managers to ensure that the goals and objectives of the unit are most efficiently met. The incumbent must also have detailed knowledge of regulations governing visa processing in the NIV Unit, both the Immigration and Naturalization Act (INA) and 9 FAM 40 and 41, and also have the ability to find guidance and updated regulations distributed by the Department of State. Basic knowledge of MS Office with 30 WPM typing speed is required. This may be tested. The incumbent should have a thorough knowledge of the computer applications used for NIV processing. In addition, the incumbent should have a solid understanding of Pakistani policies relating to international travel.
5. **ABILITIES & SKILLS:** The incumbent must have keyboard and data entry skills as well as the ability to use specialized consular software and equipment. This may be tested. Accuracy of data entry is a critical requirement. Basic mathematical skills are required for compiling visa statistical and workload information. The incumbent must have highly developed oral and written communication skills to deal with applicants and other persons inquiring about visa issues.

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at [PakJobs@state.gov](mailto:PakJobs@state.gov). The Vacancy Announcement Number (e.g. 12-187) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents at this stage, you will be informed when your documents are required. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: November 27, 2012**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.